



Individually Billed Corporate Travel Card Application

The University at Buffalo, individually billed, corporate VISA Travel Card is for the sole use of authorized faculty and staff. This card is to be used for travel-related expenses for University travel only.

Employee Information

Name as it will appear on the card:

First Middle Initial Last

User Name (UB IT Name) UB Person #:

Department

Business Address:

City State Zip

E-mail:

Phone number card will be activated from (to allow automated activation)

Phone number for emergency contact by Bank of America fraud department

Card will be mailed to: University Travel Services, Crofts Hall, Buffalo, NY 14260.

Monthly statements may be viewed online; however, a paper copy will also be mailed to you. Mail to:

Address:

City State Zip

Limits - \$2,500 per transaction \$10,000 monthly

The individual account can be used only for authorized University at Buffalo business-related travel expenses, such as lodging, car rentals, taxis, meals, and airfare (airfare charged to Research Foundation funds only). Cardholder is responsible for on time, full payment of all charges by the next billing statement. The cardholder must submit a request for reimbursement, in a timely manner, to the Travel Office for business related travel expenses. It is the responsibility of the individual cardholder to notify the appropriate personnel of lost or stolen cards and for proper disposal of the card upon termination. Please phone 716-645-4532. Non-payment of expenses could result in legal action and card cancellation.

Employee Signature

I agree to all of the terms and conditions of the State, Research Foundation, and sponsored grant restrictions of the travel policies and the Travel Card Program and will attend training before receiving the card. I understand that misuse of the travel card may subject me to disciplinary action and punitive damages up to and including termination of employment.

Signature of Cardholder Date

Authorization:

As the Responsible Executive (The vice president/vice provost/dean or their designee with authority over and responsibility for the unit.), I confirm that the above named employee is required to travel on University business and therefore authorize the issuance of a Travel Card. I have read the travel policy and understand that it is ultimately the Deans/VP's/PI's responsibility for unpaid travel card expenditures.

Signature of Approver Date

Return to: University at Buffalo, Travel Office, 208 Crofts Hall, North Campus